



The Indiana Department of Labor facilitates wage claims as a voluntary mediation process between you and your former employer. The Wage Claim process is as follows:

1. Forms are reviewed for completeness and jurisdictional issues; if form is not completed or if the Indiana Department of Labor may not pursue; the form will be returned with an explanation of why the claim cannot be pursued.
2. If the Wage Claim is accepted; correspondence is sent to the employer giving two-weeks to either mail a check directly to you or the employer may dispute the amount claimed.
3. If a response is received disputing the amount claimed; the Indiana Department of Labor will make a determination based upon the evidence presented. If a determination cannot be made based upon the evidence presented you will be informed; and it will be suggested that if you wish to pursue the claim to do so through the appropriate court.
4. If no response is received; a final notice is sent to the employer giving one week for response.
5. If no response after final notice; a copy of the file is sent to you along with a "referral" letter for you to pursue in the appropriate court.

IMPORTANT INFORMATION (*Please Read*)

THE WAGE AND HOUR DIVISION WILL RETURN THIS FORM IF THE FOLLOWING INFORMATION IS NOT INDICATED:

- Employer's name and **mailing address**.
- Amount you are claiming.
- Length of employment.
- Type of claim.
- **Dates and times of non-payment of wages.**
- Signature.

THE WAGE AND HOUR DIVISION CAN NOT ACCEPT YOUR CLAIM IF:

- You are claiming minimum wage or overtime required by federal law (Contact the *U.S. DOL; Indianapolis 317-226-6801; South Bend 574-236-8331*).
- The amount claimed represents payment for time not actually worked such as travel time to and from work; travel expenses; etc.
- The amount claimed represents payment for holiday pay; sick pay; or personal time.
- Your former employer has filed for bankruptcy protection.
- The employer is not located in the State of Indiana.
- You worked as an independent contractor.
- The gross amount of your claim is less than \$30.00.
- The gross amount of your claim is more than \$6,000.00, unless you are claiming unpaid minimum wage or overtime under Indiana law.
- You have already initiated private legal action to recover the wages claimed.
- If criminal charges are pending regarding your employment.
- You were employed by the State of Indiana (*You must follow the State Personnel Act*).
- You were a member of a collective bargaining unit; (*If you were a union member, talk with your business agent or the National Labor Relations Board*).
- The claim is against a business in which you were a partner or owner.

Date Received (Office Use Only)